



Constitution and By-Laws

CONSTITUTION

State Firemen's and Fire Marshals'
Association of Texas

ARTICLE I - Name

Section 1. This Association shall be known as the State Firemen's and Fire Marshals' Association of Texas, hereinafter referred to as the "Association"

Section 1.1. The definition of firemen as it is used in this Association shall pertain to either male or female members of any organized fire department.

Section 1.1.2 By representing all firefighters, we are not limiting ourselves to one select group, rather we are strengthening the ability to provide a high level of customer service statewide

Section 1.1.3. The Executive Board of the Association is authorized by a vote of the majority of the members of the Executive Board present, to adopt "Doing Business As" (DBA) certificates as determined by need.

Article II - Mission

Section 1. To promote unify represent and educate the fire service of Texas.

~~ARTICLE II - Membership~~

~~*Section 1.* The various classifications of membership in this Association shall consist of **Active, Sustaining, Organization, Life, Honorary Life, Honorary, Individual and International.**~~

~~*Section 2.* **Active membership** shall consist of regularly organized fire departments, emergency services districts, rescue & first responder organizations, and 9-1-1 emergency medical service providers of the State, whether civilian, military, or industrial; the regularly appointed or duly elected fire marshals of any city, town, county, or political subdivision in the State, the State Fire Marshal and Assistant Fire Marshal; representatives of each of the respective district associations, county associations, rescue organizations all of which now exist or are hereafter formed or created and which are recognized by the Executive Board of the State Firemen's and Fire Marshals' Association of Texas.~~

~~*Section 3.* **Sustaining membership** shall be limited to the manufacturers, jobbers, distributors, and/or sales personnel of fire apparatus, equipment and accessories, and companies having a genuine interest in the betterment~~

of the fire service of Texas. Membership under this classification may exhibit products, equipment, and goods and services at the annual training conference and convention. This type of membership is available when qualified as provided in the by-laws of this association.

~~Section 4. **Organization membership** shall be limited to state agencies, nonprofit entities, support organizations, fire marshal offices, and 16 district organizations having a genuine interest in the betterment of the fire service of Texas. Membership under this classification is available when qualified as provided in the by-laws of this association.~~

~~Section 5. **Life membership** shall be limited to all past presidents of the Association who shall, upon expiration of their respective terms of office, be and become life members. They shall be entitled to vote on all matters.~~

~~Section 6. **Honorary life membership** shall be granted to such persons whom the Association wishes to honor in recognition for distinguished, meritorious, or long, faithful service to this Association and who are or have been active members of a member department of this Association. Election to honorary life membership under this section shall be subject to the provisions of the bylaws of this Association. They shall be qualified to vote only, provided they are otherwise qualified under the provision of this constitution and bylaws.~~

~~Section 7. **Honorary membership** shall be confined to those who are not members of any member department in this State Association, but whom the Association desires to honor in recognition for distinguished service to the State Firemen's and Fire Marshals' Association of Texas or to the fire departments of the State. Election to honorary membership shall be subject to the provisions of the bylaws of this Association. They shall not be entitled to vote, nor shall they be eligible to hold office.~~

~~Section 8. **Individual membership** in this Association shall be available to any person interested in the support of the fire service. Individual memberships are separate and apart from active memberships. Each individual member shall receive, upon paying annual dues, a membership card. Said membership shall entitle the holder hereof to vote upon matters coming before the delegate body of the State Association at the Annual Training Conference and Convention if they are a "Delegate". Failure to pay individual membership dues shall terminate that individual membership in the State Association, but shall in no matter affect the membership or status in or of the individual's local fire department or company.~~

~~Section 8.1. **Individual membership** is required to participate in the State Firemen's and Fire Marshals' of Texas Certification Program.~~

~~Section 9. **International membership** in this association shall be available to any person interested in the support of the fire service, not residing or volunteering in the fire service in Texas or other U.S. states. International memberships are separate and apart from active memberships. Each individual international member shall receive upon paying annual dues, a membership card. Only international members that belong to a dues paying department or organization can participate in the association International Certification Program. Said membership shall not entitle the member cardholder to vote upon matters coming before the delegate body of the state association at the annual training conference and convention. Said membership shall follow the guidelines and specifications set forth by the association International Committee. Failure to pay individual membership dues shall terminate that international membership in the state association.~~

~~Section 9.1 International membership is required to participate in the State Firemen's and Fire Marshals' of Texas International Certification Program (available in Spanish)~~

Article III - Membership

Section 1. Active membership shall consist of regularly organized fire departments, emergency services districts, rescue & first responder organizations and 9-1-1 emergency medical service providers of the State, whether civilian, military, or industrial; the regularly appointed or duly elected fire marshals of any city, town, county, or political subdivision in the State; the State Fire Marshal and Assistant State Fire Marshal; representatives of each of the respective district associations; County associations; rescue organizations all of which now exist or are hereafter formed or created and which are recognized by the Executive Board of the Association.

The various classifications of membership in this Association shall consist of:

- Individual
- Departmental
- Sustaining
- Life
- Honorary
- Honorary Life

Section 2. Individual membership in this Association shall be available to any person interested in the support of the fire service. Individual memberships are separate and apart from active memberships. Each individual member shall receive, upon paying annual dues, a membership card. Said membership shall entitle the holder hereof to vote upon matters at the Annual Conference and Training Symposium. Failure to pay individual membership dues shall terminate that individual membership in the Association but shall in no matter affect the membership or status in or of the individual's local fire department or company. To participate in the Association's Certification Program, a person shall be an individual member of this Association.

Section 3. Departmental membership shall be limited to state agencies, nonprofit entities, support organizations, fire marshal offices, Fire department, EMS agencies and 16 district organizations having a genuine interest in the betterment of the fire service of Texas. Membership under this classification is available when qualified as provided in the by-laws of this Association.

Section 4. Sustaining membership shall be limited to the manufacturers, jobbers, distributors, and/or sales personnel of fire apparatus, equipment and accessories, and companies having a genuine interest in the betterment of the fire service of Texas. Membership under this classification may exhibit products, equipment, and goods and services at the Annual Conference and Training Symposium. This type of membership is available when qualified as provided in the by-laws of this Association.

Section 5. Life membership shall be limited to all past presidents of the Association who shall, upon expiration of their respective terms of office and become life members. Life

members are exempt from paying individual dues. Life members are entitled to vote on all matters, provided they are qualified under the provision of these bylaws.

Section 6. Honorary life membership shall be granted to such persons whom the Association wishes to honor in recognition for distinguished, meritorious, or long, faithful service to this Association and who are or have been active members of a member department of this Association. Election to honorary life membership under this section shall be subject to the provisions of the bylaws of this Association. They shall be qualified to vote only, provided they are otherwise qualified under the provisions of this constitution and bylaws.

Section 6.1. Honorary membership shall be confined to those who are not members of any member department in this Association, but whom the Association desires to honor in recognition for distinguished service to the Association or to the fire departments of the State. Election to honorary membership shall be subject to the provisions of the bylaws of this Association. They shall not be entitled to vote, nor shall they be eligible to hold office.

Section 6.2. Honorary Life and Honorary Members. All names presented to this Association for honorary life or honorary membership in this Association shall be referred to a committee of three appointed by the president for the purpose of approving or disapproving such membership. Such names shall not be acted on until such committee reporting thereon shall have been named to the Association.

Section 6.3. An official badge and plaque shall be awarded to the past presidents of the Associations.

Section 7. International membership in this association shall be available to any person interested in the support of the fire service, not residing or volunteering in the fire service in Texas or other U.S. states. International memberships are separate and apart from active memberships. Each individual international member shall receive upon paying annual dues, a membership card. Only international members that belong to a dues-paying department or organization can participate in the Association International Certification Program. Said membership shall not entitle the member cardholder to vote upon matters of the Association. Said membership shall follow the guidelines and specifications set forth by the association International Committee. Failure to pay individual membership dues shall terminate that international membership in the Association.

International membership is required to participate in the State Firemen's and Fire Marshals' of Texas International Certification Program (available in Spanish).

Section 8. Membership Dues:

Membership Type	Current Yearly Dues
Industrial	\$500
Fire Department	\$200
Fire Marshals Offices	\$200
Districts, County Associations, etc.	\$200
Sustaining Members	\$200
Individual Dues (Dept Paid or Individual)	\$50

ARTICLE III – Officers

~~Section 1.~~ The elected officers of this Association shall consist of a president; a first, second, third, and fourth vice president; a secretary; an assistant secretary; and a chaplain.

~~Section 1.1.~~ Every elected officer of this Association, except chaplain, shall be from the active or retired membership of a recognized active member department of the State Firemen’s and Fire Marshals’ Association of Texas and shall be endorsed by the Executive Board of a District Association that is recognized by the Executive Board of the State Firemen’s & Fire Marshals’ Association of Texas, where they currently live or formerly lived.

~~Section 2.~~ The foregoing officers and a mascot shall be elected annually by the Association at the last session of the last day of the Annual Training Conference and Convention, and shall hold their respective offices until their successors shall be elected and qualified. Their duties shall be as are defined by the bylaws of this Association.

~~Section 3.~~ The elected officers of this Association, plus the immediate past president, shall constitute the Executive Board and Board of Directors, a majority of which shall be a quorum for transaction of business.

~~Section 3.1.~~ Voting members of the Executive Board shall consist of the president, first vice president, second vice president, third vice president, fourth vice president, secretary, assistant secretary, chaplain, and immediate past president.

~~Section 4.~~ The executive director of this Association shall be selected, employed and salary or compensation set by a majority vote of the Executive Board present and voting. The Executive Director, for reasonable cause or failure to perform assigned duties, may, upon majority vote of the Executive Board present and voting, be discharged and a successor appointed by an Executive Board order or resolution.

ARTICLE IV – Standing Boards

~~Section 1.~~ The Legislative Board shall consist of the Executive Board of this Association whose appointment to this Board shall be automatic upon their election to office. This Board will work closely with the working committee SFFMA General Purpose Committee (T*FLAG).

~~Section 2.~~ The Volunteer Firefighters’ and Fire Marshals’ Certification Board shall consist of not less than 16 members, nor more than 25 members, with each serving a term of four (4) years. The Board shall be organized so that the appropriate numbers of members’ terms expire each year, and the incoming president shall appoint or reappoint members to the expired terms.

~~Section 3. The Texas Industrial Emergency Services Board: A program of industrial fire training shall be established in the State of Texas on a voluntary basis, and said program be administered through the State Firemen's and Fire Marshals' Association to become effective June 18, 1980.~~

~~Section 3.1. Board Members: That a board of not less than 12 or more than 20 voting members in addition to any nonvoting members be appointed by the president of the State Firemen's and Fire Marshals' Association to administer the program. The board will be known as the Texas Industrial Emergency Services Board.~~

~~—A) 1. Voting members to be appointed to serve four year terms on the board.~~

~~— 2. Nonvoting members to be appointed to serve terms as approved by a majority of voting members of the board.~~

~~—B) 1. The members appointed to the first board will draw for one , two , three , and four year terms, and thereafter equal number of voting members will be appointed on rotating years.~~

~~—C) 1. Voting board members will be appointed by the president from among the representatives offered by participating industrial members, and confirmed by a majority of the SFFMA Executive Board members present and voting.~~

~~— 2. Nonvoting board members will be appointed by the president from among individuals submitted and confirmed by a majority of voting members of the board and confirmed by a majority of the SFFMA Executive Board.~~

ARTICLE V—Working Committees

~~Section 1. The following committees shall be appointed by the incoming president with approval of the majority of the Executive Board present and voting, and shall serve until the next Annual Training Conference and Convention adjourns or their specific term expires.~~

- | | |
|---|-------------------------------------|
| a. Credentials Committee | k. Firefighter & EMS Responder |
| b. Finance Committee | of the Year Committee |
| c. Memorial Committee | 1. SFFMA General Purpose (T*FLAG) |
| d. Racing Committee | m. Golf Tournament Committee |
| e. Poster Committee | n. Site Selection Committee |
| f. Constitution & By Laws Committee | o. International Committee |
| g. Sergeant at Arms Committee | p. EMS Committee |
| h. Training/Speaker Selection Committee | q. Fire Marshals' Committee |
| i. Driving Contest Committee | r. Health and Safety Committee |
| j. Exhibitors Committee | s. Combination Department Committee |
| | t. As deemed necessary |

ARTICLE VI—Delegates

~~Section 1. Each regularly organized fire department shall be entitled to five delegates at the Annual Training Conference and Convention, provided that all sections to the by laws have been complied with.~~

~~Section 2. All delegates must be current individual dues paying members, except Industrial members. Industrial Members must be from a participating Industrial Organization to be delegates and each participating Industrial~~

~~Organization can have up to five voting delegates. No member delegate shall be allowed to be represented by proxy.~~

~~Section 3. Lists of delegates from each member department or organization shall be furnished to the secretary upon registration at the Annual Training Conference and Convention.~~

~~Section 4. Each regularly organized district, county, fire service organization and rescue association, and Fire Marshals' Office as recognized by the Executive Board shall be eligible for one delegate to the Annual Training Conference and Convention upon payment of the proper annual dues to this Association.~~

Article IV - Officers

Section 1. The elected officers of this Association shall consist of:

- President
- First Vice President
- Second Vice President
- Third Vice President
- Fourth Vice President
- Secretary/Treasurer
- Assistant Secretary
- Chaplain

Section 1.1. In addition to the foregoing officers of this Association, a Mascot shall be elected annually to represent and promote the mission of the Association.

Article V - Executive Director

Section 1. The executive director of this Association shall be selected, employed and salary or compensation set by a majority vote of the Executive Board present and voting. The Executive Director, for reasonable cause or failure to perform assigned duties, may, upon majority vote of the Executive Board present and voting, be discharged and a successor appointed by an Executive Board order or resolution.

Article VI – Elections/Voting

Section 1. All current individual dues paying members shall be entitled to vote on all matters coming before the Association at the annual Conference and Training Symposium.

ARTICLE VII – Recognition of SFFMA District Associations

~~The following districts or associations, and the counties they serve, have long been separately established and are recognized by the State Firemen's and Fire Marshals' Association of Texas as regional conduits for the dissemination of information to the members of SFFMA in the district association's respective counties. While SFFMA recognizes the existence of district associations, and such district associations are eligible for membership and to participate in other activities of SFFMA as set forth herein, district associations are separately~~

incorporated, formed, organized, and operated by their respective members, and are not part of or otherwise affiliated SFFMA. SFFMA is not responsible or liable in any way for the acts or omissions of any district association or any of its members, and each district association is incorporated, or otherwise organized, independently from SFFMA. Each district association is solely responsible and liable for its acts or omissions or the acts or omissions of its membership. Any training or other activities conducted by a district or other association is not sponsored, approved, certified, or otherwise reviewed by the SFFMA, but such activities may be recognized for certification by SFFMA under its applicable policies and procedures. No district association or other individual or entity may use the name of SFFMA in any way, including, but not limited to, informational, instructional, sponsorship, curricula, or documents or materials without the prior, written permission of the Executive Board.

- 1. Central Texas** – Bastrop, Bell, Blanco, Bosque, Brazos, Burleson, Burnet, Coryell, Falls, Gillespie, Hamilton, Lampasas, Lee, Limestone, Llano, McLennan, Milam, Mills, Robertson, San Saba, Travis, Washington, Williamson
- 2. Guadalupe** – Aransas, Bee, Bexar, Caldwell, Calhoun, Comal, DeWitt, Fayette, Goliad, Gonzales, Guadalupe, Hays, Jackson, Karnes, Lavaca, Refugio, Victoria, Wilson
- 3. Tri Rivers** – Austin, Colorado, Matagorda, Wharton
- 4. South Central** – Brooks, Duval, Jim Hogg, Jim Wells, Kenedy, Kleburg, Live Oak, Nueces, San Patricio
- 5. Rio Grande Valley** – Cameron, Hidalgo, Starr, Willacy, Zapata
- 6. Gulf Coast** – Brazoria, Chambers, Fort Bend, Galveston, Grimes, Harris, Liberty, Montgomery, Waller
- 7. East Texas** – Anderson, Angelina, Freestone, Hardin, Houston, Jasper, Jefferson, Leon, Madison, Nacogdoches, Newton, Orange, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler, Walker
- 8. Northeast Texas** – Bowie, Camp, Cass, Cherokee, Delta, Fannin, Franklin, Gregg, Harrison, Henderson, Hopkins, Hunt, Lamar, Marion, Morris, Panola, Rains, Red River, Rusk, Smith, Titus, Upshur, Van Zandt, Wood
- 9. North Texas** – Collin, Cooke, Dallas, Denton, Ellis, Grayson, Hill, Johnson, Kaufman, Navarro, Rockwall, Tarrant
- 10. Red River** – Archer, Baylor, Clay, Foard, Hardeman, Jack, Knox, Montague, Wichita, Wilbarger, Wise, Young
- 11. Mid West Texas** – Borden, Callahan, Fisher, Garza, Haskell, Howard, Jones, Kent, Lynn, Mitchell, Nolan, Scurry, Shackelford, Stonewall, Taylor, Throckmorton
- 12. Panhandle** – Armstrong, Bailey, Briscoe, Carson, Castro, Childress, Cochran, Collingsworth, Cottle, Crosby, Dallam, Deaf Smith, Dickens, Donley, Floyd, Gray, Hale, Hall, Handsford, Hartley, Hemphill, Hockley, Hutchinson, King, Lamb, Lipscomb, Lubbock, Moore, Motley, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, Wheeler
- 13. Permian Basin** – Andrews, Brewster, Crane, Culberson, Dawson, Ector, El Paso, Gaines, Hudspeth, Jeff Davis, Loving, Martin, Midland, Pecos, Presidio, Reeves, Terrell, Terry, Upton, Ward, Winkler, Yoakum
- 14. Hill Country** – Brown, Coke, Coleman, Concho, Crockett, Glasscock, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Runnels, Schleicher, Sterling, Sutton, Tom Green

~~15. Wintergarden~~ Atascosa, Bandera, Dimmit, Edwards, Frio, Kendall, Kerr, Kinney, La Salle, Maverick, McMullen, Medina, Real, Uvalde, Val Verde, Webb, Zavala

~~16. North Central Texas~~ Comanche, Eastland, Erath, Hood, Palo Pinto, Parker, Somervell, Stephens

~~17. Texas Emergency Services Industrial Board~~ All Industrial based emergency service providers

Article VII - District Associations

Section 1. The following Association districts and the counties they serve have long been mutually established and accepted and are hereby officially recognized by the Association as the regional conduits of this association.

1. **Central Texas**- Bastrop, Bell, Blanco, Bosque, Brazos, Burleson, Burnet, Coryell, Falls, Gillespie, Hamilton, Lampasas, Lee, Limestone, Llano, McLennan, Milam, Mills, Robertson, San Saba, Travis, Washington, Williamson
2. **Guadalupe**- Aransas, Bee, Bexar, Caldwell, Calhoun, Comal, DeWitt, Fayette, Goliad, Gonzales, Guadalupe, Hays, Jackson, Karnes, Lavaca, Refugio, Victoria, Wilson
3. **Tri-Rivers**- Austin, Colorado, Matagorda, Wharton
4. **South Central**- Brooks, Duval, Jim Hogg, Jim Wells, Kennedy, Kleburg, Live Oak, Nueces, San Patricio
5. **Rio Grande Valley**- Cameron, Hidalgo, Starr, Willacy, Zapata
6. **Gulf Coast**- Brazoria, Chambers, Fort Bend, Galveston, Grimes, Harris, Liberty, Montgomery, Waller
7. **East Texas**- Anderson, Angelina, Freestone, Hardin, Houston, Jasper, Jefferson, Leon, Madison, Nacogdoches, Newton, Orange, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler, Walker
8. **Northeast Texas**- Bowie, Camp, Cass, Cherokee, Delta, Fannin, Franklin, Gregg, Harrison, Henderson, Hopkins, Hunt, Lamar, Marion, Morris, Panola, Rains, Red River, Rusk, Smith, Titus, Upshur, Van Zandt, Wood
9. **North Texas**- Collin, Cooke, Dallas, Denton, Ellis, Grayson, Hill, Johnson, Kaufman, Navarro, Rockwall, Tarrant
10. **Red River**- Archer, Baylor, Clay, Foard, Hardeman, Jack, Knox, Montague, Wichita, Wilbarger, Wise, Young
11. **Mid-West Texas**- Borden, Callahan, Fisher, Garza, Haskell, Howard, Jones, Kent, Lynn, Mitchell, Nolan, Scurry, Shackelford, Stonewall, Taylor, Throckmorton

- 12. Panhandle-** Armstrong, Bailey, Briscoe, Carson, Castro, Childress, Cochran, Collingsworth, Cottle, Crosby, Dallam, Deaf Smith, Dickens, Donley, Floyd, Gray, Hale, Hall, Handsford, Hartley, Hemphill, Hockley, Hutchinson, King, Lamb, Lipscomb, Lubbock, Moore, Motley, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, Wheeler
- 13. Permian Basin-** Andrews, Brewster, Crane, Culberson, Dawson, Ector, El Paso, Gaines, Hudspeth, Jeff Davis, Loving, Martin, Midland, Pecos, Presidio, Reeves, Terrell, Terry, Upton, Ward, Winkler, Yoakum
- 14. Hill Country-** Brown, Coke, Coleman, Concho, Crockett, Glasscock, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Runnels, Schleicher, Sterling, Sutton, Tom Green
- 15. Wintergarden-** Atascosa, Bandera, Dimmit, Edwards, Frio, Kendall, Kerr, Kinney, La Salle, Maverick, McMullen, Medina, Real, Uvalde, Val Verde, Webb, Zavala
- 16. North Central Texas-** Comanche, Eastland, Erath, Hood, Palo Pinto, Parker, Somervell, Stephens
- 17. Texas Industrial Emergency Services Board** – All Industrial based emergency service providers

Section 2. Each district association shall communicate and coordinate the activities and business of the Association at their local level. Districts should assist local departments and the members of their areas. Each district shall provide a written record of district activities at the Annual Conference and Training Symposium. Each district shall submit the appropriate endorsement forms for their respective considerations.

Section 3. Each district is an agent of the Association and must conduct themselves in a manner associated with the best interests of the Association through adhering to the rules and guidelines of the Association.

ARTICLE VIII – Amendments

~~*Section 1.* The constitution of this Association may be amended at any Annual Training Conference and Convention by two thirds of the delegates present and voting.~~

~~*Section 2.* Any amendment to the constitution of this Association presented at the Annual Training Conference and Convention must be prepared in writing and submitted to the Constitution and By-laws Committee prior to the close of the Annual Training Conference and Convention planning conference held in January of each year. The Constitution and By-laws Committee will review, study, edit, with the submitting body's approval, and publish and distribute with the committee's recommendations for approval or rejection to all district secretaries on or before March 15th. The proposed amendment will then be presented to the Annual Training Conference and Convention~~

~~by the committee for final action by the voting delegates, and all such amendments must be submitted by a recognized district association or the Executive Board of the State Firemen's and Fire Marshals' Association.~~

Article VIII - Executive Meetings

Section 1. The Executive Board shall hold at least one regular meeting each year to approve, adopt, change or amend all budgets as recommended by the Executive Director and the Executive Board, and to conduct other business.

Section 2. Regular and Special meetings of the board may be called by the president when so requested by a majority of the Executive Board or whenever the president determines necessary. Reasonable advance notice shall also be given for regular meetings, for which no advance time and place has been fixed by the board.

Section 3. A simple majority shall constitute a quorum for the transaction of business at all meetings of the Executive Board. Each Executive Board member with voting privileges shall be entitled to exercise one vote; there shall be no voting by proxy.

Section 4. The vote of a majority of the Executive Board members present at a meeting where a quorum is present shall be the act of the Executive Board.

Section 5. Voting members of the Executive Board shall consist of the president, first vice president, second vice president, third vice president, fourth vice president, secretary/treasurer, assistant secretary, chaplain and immediate past president.

Section 6. Any director, or member (if and to the extent authorized in advance by the executive board), may participate in a meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence at a meeting.

Article IX - Standing Boards

Section 1. Non-Voting board members will be appointed by the president from among individuals submitted and confirmed by a majority of voting members of the board and confirmed by a majority of the Executive Board.

Section 2. Certification Board

Section 2.1. The Volunteer Firefighters' and Fire Marshals' Certification Board shall consist of not less than 16 members, nor more than 25 members, with each serving a term of four (4) years. The Certification Board shall be organized so that the appropriate numbers of members' terms expire each year, and the incoming president shall appoint or reappoint members to the expired terms.

Section 3. Duties of the Certification Board

Section 3.1. The members of the Volunteer Firefighters' and Fire Marshals' Certification Board shall meet and select from their membership a chairman, vice chairman, a secretary, and an assistant secretary.

Section 3.2. Meetings of the board may be called either by the chairman or by the written request of five (5) members. The meeting of the board may be called at such times and places as deemed necessary. In order to conduct business, a majority of the members must be present.

Section 3.3. The board shall be responsible for the training and development of certification coordinators.

Section 3.4. The board shall set, update, and publish the minimum standards for fire service certifications supported by the Association.

Section 3.5 Recognitions

Section 3.5.1 Certificates of participation will be issued to each industrial installation or organization that has a training program approved by the board. These certificates will be reissued annually so long as the industrial member continues to conduct training programs in accord with the minimum standards of the board

Section 4. Texas Industrial Emergency Services Board

Section 4.1. A program for industrial emergency services training shall be established in the State of Texas on a voluntary basis, and said program administered through the Association to become effective June 18, 1980.

Section 4.2. Board Member: That a board of not less than 12 or more than 20 voting members in addition to any non-voting members be appointed by the president of the

Association to administer the program. The board will be known as the Texas Industrial Emergency Services Board.

Section 4.3. Voting members will be appointed to serve terms as approved by a majority of voting members of the board.

Section 4.4. Non-voting members will be appointed to serve terms as approved by a majority of voting members of the board.

Section 4.5. The members appointed to the first board will draw for one-,two-,three-, and four-year terms, and thereafter equal number of voting members will be appointed on rotating years.

Section 4.6. Voting board members will be appointed by the president from among representatives offered by participating industrial members and confirmed by a majority of the SFFMA Executive Board members present and voting.

Section 4.7. Non-voting board members will be appointed by the president from among individuals submitted and confirmed by a majority of voting members of the board and confirmed by a majority of the SFFMA Executive Board.

Section 5. Procedures of the Board

Section 5.1. Meetings

Section 5.1.1. Board shall meet at such times and places in the State of Texas as it deems proper.

Section 5.1.2. Meetings shall be called by the chairman upon his/her own motion, or upon the written request of five (5) voting members. The minimum number of meetings will be once per year.

Section 5.1.3. Meetings shall be announced at least one week in advance by written notice to all board members, and to the executive director. Emergency meetings can be called by the chairman with 24-hour notice to all board members and the executive director.

Section 6. Quorum. A majority of voting members shall constitute a quorum.

Section 7. Order of Business. Robert's Rules of Order shall prevail for all meetings.

Section 8. Officers

Section 8.1. Officers of the board shall consist of a chairman, a secretary, and an assistant secretary.

Section 8.2. The board shall elect its officers from the appointed voting members at its first meeting and thereafter at its first meeting succeeding new appointments to fill regular terms.

Section 9. Industrial Advisory Board. The officers of the board shall constitute an "Industrial Advisory Board" to advise the Executive Board of the Association on matters pertaining to industrial fire protection.

Section 10. Training Implementation Method

Section 10.1. General Statement.

Section 10.2. It shall be clearly understood that programs suggested by the board are minimum programs wherever possible. Nothing in provisions shall limit or be construed as limiting industrial members from establishing additional programs.

Section 10.3. Objectives

Section 10.3.1. The objective of the board is to promote the competence of industrial emergency services programs.

Section 10.3.2. The board has the authority:

- a) to develop and administer a voluntary program for industrial emergency services training in the State of Texas. Programs developed by the board are subject to confirmation by the SFFMA Executive Board.
- b) to approve industrial emergency services training and educational programs as meeting the minimum criteria expressed by the board, and
- c) to outline more comprehensive training programs.

Section 11. Participation Requirements

Section 11.1. Each industrial organization or installation that wishes to become a participating industrial member must be a current member of the Association and employ a minimum of 10 employees at the specific installation. To meet the minimum 10 employee participation requirement, several installations, each having less than 10 employees and belonging to a common business organization, may be grouped together to qualify as a single participating industrial member.

Section 11.2. Each participating industrial organization or installation shall remit to the Association the annual membership fee of \$500 per department.

Section 12. Minimum Programs.

Section 12.1. Although the board strongly endorses and supports adequate physical qualifications, this matter is left to each industrial installation or organization.

Section 12.2. All training will be conducted and/or supervised by a training coordinator for that particular organization or installation who has been approved by the industrial member company's management. The training coordinator can designate any member from that department as an instructor. The board has the power to revoke program approval if they feel that the training is not being conducted in accordance with the approved program.

Section 12.3. Training may be received from any school, college, university, academy, or local training program which offers fire service training; additionally, training may also be provided by in-house programs under the supervision of the training coordinator.

Section 12.4. Any personnel change in training coordinators or fire chief's position will be sent to the Association office for updating our records.

Article X - Committees

Section 1. The following committees and the committee chair shall be appointed by the in-coming president with the approval of the majority of the Executive Board present and voting and shall serve until the next Annual Conference and Training Symposium adjourns or their specific term expires.

- Conference Committee
 - Firefighter & EMS Responder of the Year Sub Committee
 - Memorial Sub Committee
 - Golf Tournament Sub Committee
 - Poster Sub Committee
 - Competition Sub Committee
 - Speaker Selection Sub Committee
 - Exhibitors Sub Committee
 - Elections Sub Committee
 - Credentials Sub Committee

- SFFMA Legislative Advisory Committee
- Constitution & By-Laws Committee
- International Committee

- Sergeant-at-Arms Committee
- EMS Committee
- Finance Committee
- Fire Marshals' Committee
- Health and Safety Committee
- Fire Chief Development Committee
- Combination Department Committee

Article XI - Amendments

Section 1. Amendments

Section 1.1 The Constitution of this Association may be amended by a two-thirds majority of votes cast.

Section 1.2 Any amendment to the Constitution of this Association presented at the Annual Training Conference and Symposium must be prepared in writing and submitted to the Constitution and By-laws Committee prior to the close of the Annual Training Conference and Symposium planning conference held in January of each year. The Constitution and By-Laws Committee will review, study, edit, with the submitting body's approval, and publish and distribute with the committee's recommendations for approval or rejection to all district secretaries at least 90 days prior to the opening of the Annual Training Conference and Symposium.

BY-LAWS

~~ARTICLE I – Annual Meetings~~

~~Section 1.~~ The Association shall meet during June of each year and shall begin with a business session on Sunday, beginning with an afternoon session and continuing for three days.

~~Section 2.~~ In the event of no selection, or if any selected Annual Training Conference and Convention host city should fail, refuse, or for any reason be unable to accommodate the annual meeting of this Association at the time so fixed, then the place of holding the annual meeting and the date thereof may be changed or fixed at some other place or time by a majority vote of the Executive Board of this Association.

Article I - Meetings

Annual Conference and Training Symposium

Section 1. The association shall, once a year, hold a conference and or training symposium to conduct the business of the membership. This gathering will be centered around training, education, professional development and shall include a meeting of the membership. Location shall be based on the needs of the Association as assessed by the Executive Board.

Article II - Duties of Officers

~~ARTICLE II – Duties of Officers~~

~~–THE PRESIDENT:~~

~~Section 1.~~ The President shall preside over the meetings of this Association and perform all duties usually incumbent upon presiding officers of deliberative bodies.

~~Section 2.~~ The President shall appoint, with the approval of the majority of the Executive Board present and voting, the membership of all Working Committees and Standing Boards.

~~Section 3.~~ It shall be the duty of the President, with approval of the majority of the Executive Board present and voting, to fill by appointment any vacancy or position of any Officer, except that of 1st Vice President, 2nd Vice President, 3rd Vice President, 4th Vice President, and Secretary, who for any cause may be unable to fulfill or failure to perform the duties incumbent upon that particular office.

~~Section 4.~~ The President shall appoint, with the approval of the majority of the Executive Board present and voting, a member to the Advisory Board of the State Firemen's Training School. No member shall be eligible for appointment to more than three consecutive four year terms.

~~Section 5.~~ The President, with approval of the majority of the Executive Board present and voting, shall submit a list of three (3) to five (5) nominees for each vacancy to the Governor every odd number year for appointment to the State Board of Trustees of the Statewide Volunteer Fire Fighters' Retirement Fund.

~~Section 5.1. The State Board of Trustees of the Statewide Volunteer Fire Fighters' Retirement Fund is composed of nine (9) members, of whom six (6) Trustees must be members of the Fund, and three (3) Trustees must be persons who have experience in the fields of finance, securities investment, or pension administration.~~

~~Section 6. The President, with approval of the majority of the Executive Board present and voting, shall submit a list of not fewer than three (3) nor more than ten (10) nominees to the Governor every odd number year for appointment to the Fire Fighters' Pension Commissioner.~~

~~Section 7. The President shall appoint, with approval of the majority of the Executive Board present and voting, the state director and an alternate state director to the National Volunteer Fire Council. The state director and the alternate state director must be an active or retired member of a fire department.~~

~~**—THE VICE PRESIDENTS:**~~

~~Section 1. In the case of absence, resignation, or death of the president, the Vice Presidents shall preside in the order in which they were elected, and act as presidents pro tem. They shall preside over such sessions of the Annual Training Conference and Convention as are assigned them and perform such duties as assigned them by the president.~~

~~**—THE SECRETARY:**~~

~~Section 1. It shall be the duty of the Secretary to keep minutes of all Executive Board meetings and a record of the proceedings of this Association's Annual Training Conference and Convention, and perform such duties as assigned by the president.~~

~~**—THE ASSISTANT SECRETARY:**~~

~~Section 1. The Assistant Secretary shall assist the secretary in the discharge of that office's duties, and in the absence of the secretary for any cause, perform the duties of the secretary and any duties as assigned by the President. The Assistant Secretary shall present at the Annual Training Conference and Convention any resolution offered to the Association from a recognized district and or the Executive Board.~~

~~**—THE EXECUTIVE DIRECTOR:**~~

~~Section 1. The Executive Director shall receive and receipt all revenues and monies received by this Association and shall make an annual report thereof at the Annual Training Conference and Convention each year, and in such reports render an itemized statement of all receipts and disbursements handled by the office. The Executive Director shall attach to such report a statement from the bank or other institution wherein such funds are deposited, showing the cash balance of deposit by the Association, as near the first day of June preceding the Annual Training Conference and Convention as possible.~~

~~Section 2. The Executive Director shall perform such activities of the Association as may be required by the Executive Board.~~

~~Section 3. The Executive Director and all staff members that have check signing authority shall give an indemnity bond in a sum not less than \$100,000 and all other staff members will be \$25,000. Said bond to be executed by a surety company authorized to do business in the State of Texas and approved by the Executive Board of the Association. The premium of such bond is to be paid by the Association.~~

~~Section 4. The Executive Director shall keep an accurate alphabetical list and roll of the departments paying annual membership dues or assessments of individual members paying dues, and of the districts and other organizations including sustaining members paying dues or assessments, and shall present a report thereof to the secretary and Finance Committee of the Association for their use as provided in the bylaws of the Association.~~

~~Section 5.~~ The Executive Director shall be responsible for all files and property belonging to the Association.

~~Section 6.~~ The Executive Director shall be provided with the services of the personnel, the furniture, equipment, supplies, postage, and travel expenses necessarily expended in the performance of the duties of that position.

~~Section 7.~~ The Executive Director shall withdraw funds of the Association for the depository bank, selected by the Executive Board of the Association upon official Association check forms, signed by the Executive Director.

~~Section 7.1.~~ The Executive Director or any elected officers of this Association may not use any asset or property of this Association for the purpose of borrowing money or collateral without the approval of the majority of the Executive Board present and voting at a called meeting and approval of a corporate resolution with like resolution recorded in the Executive Board minutes.

~~—OFFICER REPORTS:~~

~~Section 1.~~ The President and Executive Director of this Association shall be required to make written reports at the Annual Training Conference and Convention. Other officers may be required to report at the request of the President.

ARTICLE III—Duties of Standing Boards

~~Section 1. LEGISLATIVE BOARD:~~ It shall be the duty of this committee to study and take necessary action on such legislative matters as may come to their attention; to initiate and promote such legislation as may be necessary to preserve and promote the best interests of the firefighters of Texas.

~~Section 2.~~ The members of the **VOLUNTEER FIREFIGHTER'S AND FIRE MARSHAL'S CERTIFICATION BOARD** shall meet and select from their membership a chairman, vice chairman, secretary, and assistant secretary.

~~Section 2.1.~~ Meetings of the board may be called either by the chairman or by the written request of five (5) members. The meetings of the board may be called at such times and places as deemed necessary.

~~Section 2.2.~~ In order to conduct business, a majority of the members must be present.

~~Section 2.3.~~ The board shall be responsible for certification of all volunteer certification coordinators.

~~Section 2.4.~~ The board shall set, update, and publish the minimum standards for volunteer firefighter and fire marshal certification.

~~Section 3. THE TEXAS INDUSTRIAL EMERGENCY SERVICES BOARD:~~ A program for industrial emergency services training shall be established in the State of Texas on a voluntary basis, and said program recognized for certification by the State Firemen's and Fire Marshals' Association to become effective June 18, 1980.

~~Section 3. 1. Board Members:~~ That a board of not less than 12 or more than 20 voting members in addition to any nonvoting members be appointed by the president of the State Firemen's and Fire Marshals' Association to review the program. The board will be known as the Texas Industrial Emergency Services Board.

~~— A)1.~~ Voting members will be appointed to serve four year terms on the board.

~~— 2.~~ Non-voting members will be appointed to serve terms as approved by a majority of voting members of the board.

~~— B) 1.~~ The members appointed to the first board will draw for one, two, three, and four year terms, and thereafter equal number of voting members will be appointed on rotating years.

~~—C) 1. Voting board members will be appointed by the president from among representatives offered by participating industrial members, and confirmed by a majority of the SFFMA Executive Board members present and voting.~~

~~—— 2. Non-voting board members will be appointed by the president from among individuals submitted and confirmed by a majority of voting members of the board and confirmed by a majority of the SFFMA Executive Board.~~

~~Section 3.2. Procedures of the Board~~

~~—A) Meetings~~

~~—— 1. Board shall meet at such times and places in the State of Texas as it deems proper.~~

~~—— 2. Meetings shall be called by the chairman upon his/her own motion,~~

~~—— or upon the written request of five (5) voting members. The minimum number of meetings will be once per year.~~

~~3. Meetings shall be announced at least one week in advance by written notice to all board members, and to the executive director. Emergency meetings can be called by the chairman with 24-hour notice to all board members and the executive director.~~

~~—B) Quorum. A majority of voting members shall constitute a quorum.~~

~~—C) Order of Business. Robert's Rules of Order shall prevail for all meetings.~~

~~—D) Officers~~

~~—— 1. Officers of the board shall consist of a chairman, vice chairman, secretary, and assistant secretary.~~

~~—— 2. The board shall elect its officers from the appointed voting members at its first meeting and thereafter at~~

~~—— its first meeting succeeding new appointments to fill regular terms.~~

~~E) Industrial Advisory Board. The officers of the board shall constitute an "Industrial Advisory Board" to advise the Executive Board of the State Firemen's and Fire Marshals' Association on matters pertaining to industrial fire protection.~~

~~Section 3.3. Training Implementation Method~~

~~—A) General Statement.~~

~~—— 1. It shall be clearly understood that programs suggested to the board are minimum programs wherever possible. Nothing in the provisions shall limit or be construed as limiting, sponsoring, or otherwise endorsing industrial members or departments from establishing additional programs.~~

~~—— 2. Resource materials for minimum industrial fire training program shall be established from materials as outlined in appropriate international fire service training manuals, the NFPA Industrial Fire Brigade~~

~~Training~~

~~Manual, the API Industrial Fire Service, or other equal materials. Each participating installation or organization shall verify, to the board, that such manuals and resources have been provided, utilized, and followed.~~

~~—B) Objectives.~~

~~—— 1. The objective of the board is to promote the competence of industrial emergency services programs.~~

~~—— 2. The board has the authority:~~

~~—— a) to develop and administer a voluntary program for certification of industrial emergency services training in the State of Texas. Programs eligible to be certified by the board are subject to confirmation by the SFFMA Executive Board.~~

_____ b) to certify industrial emergency services training and educational programs as meeting the minimum criteria for certification

_____ expressed by the board, and

_____ c) to outline more comprehensive training programs for certification.

— C) Definitions:

_____ 1. Certain definitions are used in describing the training programs and related subjects suggested by the board.

_____ 2. Definitions used include:

_____ a) "**Board**" is the Texas Industrial Emergency Services Board.

_____ b) "**Chairman**" is the presiding officer of the board.

_____ c) "**Fire Chief**" is the head of an industrial fire department.

_____ d) "**Training Coordinator**" is the individual designated by his/her management to be in charge of the industrial emergency services training programs.

_____ e) "**Trainee**" is any member of an industrial department who is participating in training programs.

_____ f) "**Department**" is an industrial fire department or fire brigade.

_____ g) "**School**" is any college, school, university, academy, or local training program which offers fire service training and includes within its meaning the combination of course curriculum, instructors, and facilities.

_____ h) "**Industrial Member**" is an industrial business establishment belonging to the State Firemen's and Fire Marshals' Association.

_____ i) "**Participating Industrial Member**" is an industrial member that has a current certificate of participation from the board.

_____ j) "**Executive Director**" is the executive director of the State Firemen's and Fire Marshals' Association of Texas.

_____ k) "**Executive Board**" is the Executive Board of the State Firemen's and Fire Marshals' Association of Texas.

Section 3.4. Participation Requirements

_____ 1. Each industrial organization or installation that wishes to become a participating industrial member must be a current member of the State Firemen's and Fire Marshals' Association of Texas, and employ a minimum of 10 employees at the specific installation. To meet the minimum 10 employee participation requirement, several installations, each having less than 10 employees and belonging to a common business organization, may be grouped together to qualify as a single participating industrial member.

_____ 2. Each participating industrial organization or installation shall remit to the State Firemen's and Fire Marshals' Association the annual membership fee keyed to the number of employees in the organization or installation as follows:

Less than 200 employees \$270

200 to 500 employees \$395

501 to 1000 employees \$520

1001 to 1500 employees \$695

More than 1500 employees \$770

The Association shall dedicate \$20 of the industrial organization membership dues to a building fund to be used exclusively for the construction, purchase, renovation, repairs or addition to a building or for the purchase of land.

_____ 3. Industrial members shall not be required to pay individual membership dues for any employee(s).

Section 3.5. Minimum Programs:

1. Although the board strongly endorses and supports adequate physical qualifications, this matter is left to each industrial installation or organization, and all appropriate safety and other precautions are the sole responsibility of the training coordinator, trainee, department, school, industrial member, or participating industrial member.
2. All training will be conducted and/or supervised by a training coordinator for that particular organization or installation who has been approved by the industrial member company's management in conformance with industry practices including safety. The training coordinator can designate any member from that department as an instructor. The board has the power to revoke program certification if it feels that training is not being conducted in accordance with industry standards.
3. Training may be received from any school, college, university, academy, or local training program which offers fire service training and is recognized by the State Firemen's and Fire Marshals' Association; additionally, training may also be provided by in-house programs under the supervision of the training coordinator.
4. Any personnel change in training coordinator or fire chief's position will be sent to the State Firemen's and Fire Marshals' Association office in Austin for updating of records.
5. SFFMA is not responsible or liable in any way for the acts or omissions of any training coordinator, trainee, department, school, industrial member, participating industrial member, or other individual or entity. Each training coordinator, trainee, department, school, industrial member, participating industrial member, or other individual or entity is solely responsible and liable for its acts or omissions or the acts or omissions of its membership. Any training or other activities conducted by a training coordinator, trainee, department, school, industrial member, participating industrial member, or other individual or entity is not sponsored, approved, certified, or otherwise reviewed by the SFFMA, but such activities may be recognized for certification by SFFMA under its applicable policies and procedures. No individual or entity may use the name of SFFMA in any way, including, but not limited to, informational, instructional, sponsorship, curricula, or other documents or materials without the prior, written permission of the Board.

Section 3.6. Recognitions:

Certificates of participation will be issued to each industrial installation or organization that has a training program certified by the board. These certificates will be reissued annually so long as the industrial member continues to conduct training programs in accord with the minimum industry standards.

Section 1. Duties of the President

Section 1.1. The President shall preside over the meetings of this Association and perform all duties usually incumbent upon presiding officers of deliberative bodies. The President shall appoint, with the approval of the majority of the Executive Board present and voting, the membership of all Working Committees, Ad Hoc Committees, Standing Boards, and their respective Chairpersons.

It shall be the duty of the President, with the approval of the majority of the Executive Board present and voting, to fill by appointment any vacancy or position of any Officer,

except that of 1st Vice President, 2nd Vice President, 3rd Vice President, 4th Vice President, and Secretary/Treasurer. The positions of Assistant Secretary and Chaplain, who for any cause may be unable to fulfill or failure to perform the duties incumbent upon that particular office, may be appointed for the remainder of the term.

The President shall appoint, at their discretion and with the approval of the majority of the Executive Board present and voting a parliamentarian.

The President shall appoint, with the approval of the majority of the Executive Board present and voting, a member of the Advisory Board of the State Firemen's Training School. No member shall be eligible for appointment to more than three consecutive four-year terms.

The President, with the approval of the majority of the Executive Board present and voting, shall submit a list of three (3) to five (5) nominees for each vacancy to the Governor every odd number year for appointment to the State Board of Trustees of the Statewide Volunteer Firefighters' Retirement Fund.

The President, with the approval of the majority of the Executive Board present and voting, shall submit a list of not fewer than three (3) nor more than ten (10) nominees to the Governor every odd number year for appointment to the Fire Fighters' Pension Commissioner.

The President shall appoint, with the approval of the majority of the Executive Board present and voting, the state director and an alternate state director to the National Volunteer Fire Council. The state director and the alternate state director must be an active or retired member of a fire department.

The President shall appoint, with the approval of the majority of the Executive Board present and voting, shall submit a list of two (2) nominees and three (3) alternates for each vacancy to the Governor, when a vacancy exists, appointment to the Texas Commission on Fire Protection.

Section 2. Duties of the Vice Presidents

Section 2.1. In the case of absence, resignation, or death of the President, the Vice Presidents shall preside in the order in which they were elected, and act as president pro-tem. They shall preside over such sessions of the Annual Training Conference and Symposium as assigned them and perform such duties as assigned them by the president.

Section 3. Duties of Secretary/Treasurer

Section 3.1. It shall be the duty of the Secretary/Treasurer to keep minutes of all Executive Board meetings and a record of the proceedings of this Association's Annual Training Conference and Symposium and perform such duties as assigned by the president. Secretary/Treasurer shall review, monthly, detailed information regarding financial statements, detailed general ledgers, bank statements, reconciliations, copies of checks, supporting invoices and registrars, submissions and obligations.

Section 4. Duties of the Assistant Secretary

Section 4.1. It shall be the duty of the Assistant Secretary to assist the secretary/treasurer in keeping minutes of all Executive Board meetings and a record of the proceedings of this Association's Annual Training Conference and Symposium and perform such duties as assigned by the president. To Assist the Secretary/Treasurer in reviewing monthly, detailed information regarding financial statements, detailed general ledgers, bank statements, reconciliations, copies of checks, supporting invoices and registrars, submissions and obligations.

Section 5. Duties of the Chaplain

Section 5.1. The chaplain shall provide religious services, spiritual guidance, and counseling to those in need. The chaplain gives sermons to encourage spirituality and provide comfort. The chaplain will work within the Memorial Service Sub Committee to ensure a proper tribute is paid to our fallen.

Section 6. Duties of the Mascot

Section 6.1. The duly elected Mascot should make reasonable effort to attend any District or State meetings, annual SFFMA planning conference, and Annual Conference and Training Symposium to promote the mission of the Association and the ongoing partnership with the Muscular Dystrophy Association.

Section 7. Executive Board Vacancies

Section 7.1. Vacancies for the elected positions of President, First Vice President, Second Vice President, Third Vice President shall be filled by the elevation of chairs in the order they were elected.

Article III - Executive Director

Section 1. The Executive Director shall have such powers and duties as assigned or delegated by the SFFMA Executive Board. Executive Director will devote his or her entire business time, attention, skill, and energy exclusively to the business of the Association, will use his or her best efforts to promote the success of the Association's business, and will cooperate fully with the Executive Board in the advancement of the best interests of the Association. Executive Director shall diligently and professionally carry out all duties and shall report directly to and be responsible to the President and Executive Board and the adopted policies of the Executive Board.

Section 2. The Executive Director shall receive and receipt all revenues and monies received by this Association and shall make an annual report thereof at the Annual Training Conference and Symposium each year, and in such reports render an itemized statement of all receipts and disbursements handled by the office. The Executive Director shall attach to such report a statement from the bank or other institution wherein such funds are deposited, showing the cash balance of deposit by the Association, prior to the Annual Training Conference and Symposium.

Section 3. The Executive Director and all staff members that have check signing authority shall give an indemnity bond in a sum not less than \$100,000 and all other staff members will be \$25,000. Said bond to be executed by a surety company authorized to do business in the State of Texas and approved by the Executive Board of the Association. The premium of such bond is to be paid by the Association.

Section 4. The Executive Director shall keep an accurate alphabetical list and role of the departments paying annual membership dues or assessments of individual members paying dues, and of the districts and other organizations including sustaining members paying dues or assessments, and shall present a report thereof annually to the Executive Board.

Section 5. The Executive Director shall be responsible for all files and property belonging to the Association.

Section 6. Executive Director shall monitor and enforce adherence to Association policies and procedures and shall provide for and maintain, within budget constraints, sufficiently qualified staff, equipment and facilities, for policy implementation and program achievement.

Section 7. Executive Director shall manage and report the achievement of all Association programs as directed by the Executive Board and President, including establishment of measurable goals and objectives of the Association's financial stability, professional staff development, membership retention and growth, and member services.

Section 8. Executive Director shall also establish and maintain a meaningful contact network including departments and agencies of the state and federal government and other fire service organizations relevant to the success of the Association. *Section 10.*

Section 9. The Executive Director shall perform such activities of the Association as may be required by the Executive Board.

Section 10. The Executive Director shall perform such activities of the Association as may be required by the Executive Board.

Article IV - Standing Boards

Section 1. Non Voting board members will be appointed by the president from among individuals submitted and confirmed by a majority of voting members of the board and confirmed by a majority of the Executive Board.

Section 2. Certification Board

Section 2.1. The Volunteer Firefighters' and Fire Marshals' Certification Board shall consist of not less than 16 members, nor more than 25 members, with each serving a term of four (4) years. The Certification Board shall be organized so that the appropriate numbers of members' terms expire each year, and the incoming president shall appoint or reappoint members to the expired terms.

Section 3. Duties of the Certification Board

Section 3.1. The members of the Volunteer Firefighters' and Fire Marshals' Certification Board shall meet and select from their membership a chairman, vice chairman, a secretary, and an assistant secretary.

Section 3.2. Meetings of the board may be called either by the chairman or by the written request of five (5) members. The meeting of the board may be called at such times and places as deemed necessary. In order to conduct business, a majority of the members must be present.

Section 3.3. The board shall be responsible for the training and development of certification coordinators.

Section 3.4. The board shall set, update, and publish the minimum standards for fire service certifications supported by the Association.

Section 3.5 Recognitions

Section 3.5.1 Certificates of participation will be issued to each industrial installation or organization that has a training program approved by the board. These certificates will

be reissued annually so long as the industrial member continues to conduct training programs in accord with the minimum standards of the board

Section 4. Texas Industrial Emergency Services Board

Section 4.1. A program for industrial emergency services training shall be established in the State of Texas on a voluntary basis, and said program administered through the Association to become effective June 18, 1980.

Section 4.2. Board Member: That a board of not less than 12 or more than 20 voting members in addition to any non-voting members be appointed by the president of the Association to administer the program. The board will be known as the Texas Industrial Emergency Services Board.

Section 4.3. Voting members will be appointed to serve terms as approved by a majority of voting members of the board.

Section 4.4. Non-voting members will be appointed to serve terms as approved by a majority of voting members of the board.

Section 4.5. The members appointed to the first board will draw for one-,two-,three-, and four-year terms, and thereafter equal number of voting members will be appointed on rotating years.

Section 4.6. Voting board members will be appointed by the president from among representatives offered by participating industrial members and confirmed by a majority of the SFFMA Executive Board members present and voting.

Section 4.7. Non-voting board members will be appointed by the president from among individuals submitted and confirmed by a majority of voting members of the board and confirmed by a majority of the SFFMA Executive Board.

Section 5. Procedures of the Board

Section 5.1. Meetings

Section 5.1.1. Board shall meet at such times and places in the State of Texas as it deems proper.

Section 5.1.2. Meetings shall be called by the chairman upon his/her own motion, or upon the written request of five (5) voting members. The minimum number of meetings will be once per year.

Section 5.1.3. Meetings shall be announced at least one week in advance by written notice to all board members, and to the executive director. Emergency meetings can be called by the chairman with 24-hour notice to all board members and the executive director.

Section 6. Quorum. A majority of voting members shall constitute a quorum.

Section 7. Order of Business. Robert's Rules of Order shall prevail for all meetings.

Section 8. Officers

Section 8.1. Officers of the board shall consist of a chairman, a secretary, and an assistant secretary.

Section 8.2. The board shall elect its officers from the appointed voting members at its first meeting and thereafter at its first meeting succeeding new appointments to fill regular terms.

Section 9. Industrial Advisory Board. The officers of the board shall constitute an "Industrial Advisory Board" to advise the Executive Board of the Association on matters pertaining to industrial fire protection.

Section 10. Training Implementation Method

Section 10.1. General Statement.

Section 10.2. It shall be clearly understood that programs suggested by the board are minimum programs wherever possible. Nothing in provisions shall limit or be construed as limiting industrial members from establishing additional programs.

Section 10.3. Objectives

Section 10.3.1. The objective of the board is to promote the competence of industrial emergency services programs.

Section 10.3.2. The board has the authority:

- a) to develop and administer a voluntary program for industrial emergency services training in the State of Texas. Programs developed by the board are subject to confirmation by the SFFMA Executive Board.
- b) to approve industrial emergency services training and educational programs as meeting the minimum criteria expressed by the board, and
- c) to outline more comprehensive training programs.

Section 11. Participation Requirements

Section 11.1. Each industrial organization or installation that wishes to become a participating industrial member must be a current member of the Association and employ a minimum of 10 employees at the specific installation. To meet the minimum 10 employee participation requirement, several installations, each having less than 10 employees and belonging to a common business organization, may be grouped together to qualify as a single participating industrial member.

Section 11.2. Each participating industrial organization or installation shall remit to the Association the annual membership fee of \$500 per department.

Section 12. Minimum Programs.

Section 12.1. Although the board strongly endorses and supports adequate physical qualifications, this matter is left to each industrial installation or organization.

Section 12.2. All training will be conducted and/or supervised by a training coordinator for that particular organization or installation who has been approved by the industrial member company's management. The training coordinator can designate any member from that department as an instructor. The board has the power to revoke program approval if they feel that the training is not being conducted in accordance with the approved program.

Section 12.3. Training may be received from any school, college, university, academy, or local training program which offers fire service training; additionally, training may also be provided by in-house programs under the supervision of the training coordinator.

Section 12.4. Any personnel change in training coordinators or fire chief's position will be sent to the Association office for updating our records.

ARTICLE IV—Duties of SFFMA District Associations

~~*Section 1*—Each SFFMA district association shall communicate the activities of the SFFMA to the local level, assisting departments and their members in its area. Failure to do so may result in loss of recognition by the SFFMA of that district association.~~

~~Each SFFMA district association shall provide a written record or report of its activities at the SFFMA annual conference and convention each year.~~

~~Each SFFMA district association shall submit a list of eligible candidates at the SFFMA annual conference and convention each year to serve on each state committee to assist and perform the business of the State Firemen's & Fire Marshals' Association of Texas.~~

ARTICLE V—Duties of Working Committees

~~*Section 1. CREDENTIALS COMMITTEE:* It shall be the duty of the Credentials Committee to report immediately after the Association convenes for the purpose of passing on the credentials of delegates and their membership dues, and to make their annual report to the Association as soon as they have completed their duties.~~

~~*Section 2. FINANCE COMMITTEE:* The Finance Committee shall review all bills paid by the Association, review the books of the executive director, and review the ensuing year's proposed budget, making recommendations if needed, and report in full regarding the finances of the Association at the annual meeting. This committee shall recommend to the Executive Board registration fees for the Annual Training Conference and Convention.~~

~~*Section 3. MEMORIAL COMMITTEE:* The Memorial Committee shall compile a list of deceased members of this Association for the past year and make all arrangements for holding an appropriate memorial service during the~~

Annual Training Conference and Convention. The Memorial Committee may present the memorial resolution to the delegates for their approval during the memorial service.

~~Section 4. **RACING COMMITTEE:** It shall be the duty of this committee to consult the host city committee on races, to cooperate in the selection of suitable sites and hydrants for the annual Association pumper races, to see that all necessary equipment is available and in place for the running of such races, and that the races are conducted in accordance with the Association's pumper racing rules.~~

~~Section 5. **POSTER CONTEST COMMITTEE:** It shall be the duty of this committee to receive from the delegates of the several district associations of this State the winning posters from their respective districts, to see that they are suitably displayed by division, in an area or room assigned to them and to select a competent staff judge and report the first, second, and third place winners in each of the primary, intermediate, special education, junior high, and high school divisions at the final session of the Annual Training Conference and Convention.~~

~~Section 6. **CONSTITUTION AND BY LAWS COMMITTEE:** The Constitution and By laws Committee will review, study, and edit all proposed changes with the submitting body's approval, publish and distribute with the committee's recommendation for approval or rejection to all District Secretaries on or before March 15. All proposed changes to the Constitution and By laws will be presented at the Annual Training Conference and Convention by the committee for final action by the voting delegates. The Constitution and By laws committee is charged with the duty of keeping the Constitution and By laws current and correct and in keeping with the goals of the Association. The Constitution and By laws Committee may submit changes to the Constitution and By laws that are a clarification of an Article or Section, correct grammar or misspelling, and submit any Article or Section at the direction and approval of the Executive Board.~~

~~Section 7. **ANNUAL TRAINING WORKSHOP/ SPEAKER SELECTION COMMITTEE:**~~

~~This committee shall consist of one (1) member from the Certification Board, Fire Marshal Committee, EMS Committee, TIESB Board, TEEEX, International and an Executive Board Liaison.~~

~~Section 7.1. It shall be the duty of this committee to select speakers and training workshops for the upcoming Annual Training Conference and Convention.~~

~~Section 7.2. This committee shall contact potential speakers, collect speaker proposals, select workshops (speakers) for the upcoming Annual Training Conference and Convention and work with the Association Meeting Planner on scheduling selected workshops.~~

~~Section 7.3. The president shall appoint such subcommittees for this committee as deemed necessary to perform the duties of the committee.~~

~~Section 8. **DRIVING CONTEST COMMITTEE:** It shall be the duty of this committee to work closely with the host liaison on driving contest requirements, the selection of a suitable site for the annual Association Driving Contest, to see that all necessary equipment is available and in place and that the contest is conducted in accordance with the Association's Driving Contest rules.~~

~~Section 9. **EXHIBITORS COMMITTEE:** It shall be the duty of this committee to work closely with host liaison, exhibitors, and the State Office in planning and layout of the indoor/outdoor exhibit area.~~

~~Section 10. **FIREFIGHTER & EMS RESPONDER OF THE YEAR COMMITTEE:** It shall be the duty of this committee to review all nominees, and select the State Firefighter of the Year and the State EMS Responder of the Year.~~

~~Section 11. **SFFMA GENERAL PURPOSE COMMITTEE (T*FLAG):** It shall be the duty of this committee to work closely with the State Firemen's and Fire Marshals' Association Executive Board to study and take necessary action on such~~

legislative matters as may come to their attention, to initiate and promote such legislation as may be necessary to preserve and promote the best interests of the firefighters of Texas.

~~Section 12. **GOLF COMMITTEE:** It shall be the duty of this committee to work closely with the host liaison on the golf tournament requirements, the selection of a suitable site for the annual Association Golf Tournament.~~

~~Section 13. **SERGEANT AT ARMS COMMITTEE:** It shall be the duty of this committee to assist as necessary and at the request of the President.~~

~~Section 14. **SITE SELECTION COMMITTEE:** it will be the duty of the committee to receive proposals, visit all prospective sites, and negotiate with the appropriate facilities. All proposals will be reviewed and top three (3) site shall be visited. All sites shall be visited before the Annual Conference in June, so recommendations could be made to the Executive Board. Then the Executive Board shall recommend three (3) sites for the Convention Delegates to vote for acceptance or rejection. The Executive Board shall have their recommendations submitted by the end of the Annual Conference so prospective sites can be placed on the ballots for the Annual Conference & Convention Proceedings. This Committee shall consist of the Executive Director, the Association Meeting Planner, two (2) representatives from the current Executive Board and two (2) Past Presidents who shall be appointed by the incoming Association President after each Annual Conference and Convention Proceedings.~~

~~Section 15. **EMS COMMITTEE:** It shall be the duty of this committee to coordinate and represent the SFFMA Members and Member Departments that provide Emergency Medical or First Responder Services regarding matters of legislation, training, recruitment and EMS Business and Leadership certifications.~~

~~Section 16. **INTERNATIONAL COMMITTEE:** It shall be the duty of this committee to coordinate and represent non U.S.-based SFFMA Members and Departments regarding matters of training, recruitment and certification.~~

~~Section 17. **FIRE MARSHALS' COMMITTEE:** It shall be the duty of this committee to meet and confer as often as needed in order to:~~

- ~~1) provide ample opportunities for exchange of fire safety information, code enforcement and technical developments.~~
- ~~2) review and discuss methods to foster closer cooperation and a better understanding between governmental or industrial fire service organizations, law enforcement agencies, news media, the insurance industry, local fire prevention committees, and state and local agencies.~~
- ~~3) encourage high professional standards of conduct among Fire Marshals and to continually strive to eliminate all factors which interfere with administration of fire prevention and life safety advancements for the common good.~~
- ~~4) unite for mutual benefit those public officials and private persons to promote fire prevention and life safety in Texas.~~
- ~~5) work closely with the State Firemen's and Fire Marshals' Association Executive Board and the **SFFMA GENERAL**~~

~~**PURPOSE COMMITTEE (T*FLAG)** to study, make recommendations and take necessary action on such legislative matters as may come to their attention~~

~~to initiate and promote such legislation as may be necessary to preserve and promote the best interests of the firefighters and citizens of Texas.~~

~~Section 18. HEALTH & SAFETY COMMITTEE:~~ It shall be the duty of this committee to meet and confer as often as needed in order to:

- ~~1. Provide recommendation and guidelines for actions to help eliminate firefighter injury and death by increasing firefighters' health, wellness and fitness.~~
- ~~2. Provide recommendation and guidelines for safety considerations to fire departments in managing fire department duties and responsibilities.~~
- ~~3. Work with regulatory groups to help review, investigate and assist in determining the factors surrounding line of duty deaths, line of duty injuries, and near miss situations. Take that information and provide lessons learned to the association members to help prevent further, similar events~~
- ~~4. Committee members will be comprised of subject matter experts in health and safety.~~

~~Section 19. COMBINATION DEPARTMENT COMMITTEE:~~ It shall be the duty of this committee to meet and confer as often as needed in order to:

- ~~1. Determine and make recommendations for education, training, and support for departments that have both volunteers and career members.~~
- ~~2. The committee makeup shall be chief officers of combination departments or career chiefs serving combination departments.~~

Article V - Duties of Working Committees

Section 1. The following committees and the committee chair shall be appointed by the in-coming president with the approval of the majority of the Executive Board present and voting and shall serve until the next Annual Conference and Training Symposium adjourns or their specific term expires.

Section 2. Duties of Working Committees

Section 2.1. Conference Committee

- Firefighter & EMS Responder of the Year Sub Committee shall review all nominees and select the State Firefighter of the year and the State EMS Responder of the year.
- Memorial Sub Committee shall compile a list of deceased members of this Association for the past year and make arrangements for holding an appropriate memorial service during the Annual Conference and Training Symposium. The Memorial Committee may present the memorial resolution for approval during the memorial service.

- Golf Tournament Sub Committee It shall be the duty of this committee to work closely with the host liaison on the golf tournament requirements, and the selection of a suitable site for the annual Association Golf Tournament.
- Poster Sub Committee shall receive from the district associations of the State the winning posters from their respective districts, to see that they are suitably displayed by division, in an area or room assigned to them and to select a competent staff judge and report the first, second, and third place winners in each of the kindergarten, primary, middle, intermediate, junior high, and high school divisions at the final session of the Annual Conference and Training Symposium.
- Competition Sub Committee shall consult with the host city in order to identify the appropriate competition events. Cooperate in the selection of a suitable competition site. Ensure competitions are conducted safely in conjunction with the rules of the Association.
- Speaker Selection Sub Committee shall contact potential speakers, collect speakers' proposals, select workshop (speakers) for the upcoming Annual Conference and Training Symposium and work with the Association Meeting Planner on scheduling selected workshops.
- Exhibitors Sub Committee Exhibitor Committee shall work closely with host liaison, exhibitors, and the State Office in planning and layout of the indoor/outdoor exhibit area.
- Elections Sub Committee shall be appointed by the President at least 60 days prior to the start of the Annual Conference and Symposium. The Elections Committee will work with the President and the Association office staff to ensure elections are carried out in the manner outlined in these bylaws.
- Credentials Sub Committee shall report immediately after the Association convenes for the purpose of passing on pertinent information concerning the attendance of the Annual Training Conference and Symposium and to make their annual report to the Association as soon as they have completed their duties.

Section 3. SFFMA Legislative Advisory Committee

Section 3.1. SFFMA Legislative Advisory Committee shall work closely with the Association Executive Board to study and take necessary action on such legislation matters as may come to their attention; to initiate and promote such legislation as may be necessary to preserve and promote the best interests of the firefighters of Texas.

Section 4. Constitution & By-Laws Committee

Section 4.1. Constitution & By-Laws Committee will review, study, and edit all proposed changes with the submitting body's approval, publish and distribute with the committee recommendation for approval or rejection for ballot placement to the membership in order to meet balloting timelines.

Section 4.2. The Constitution and By-Laws Committee is charged with the duty of keeping the Constitution and By-Laws current and correct and in keeping the goals of the Association. The Constitution and By-Laws may submit changes that are a clarification of an Article or Section, correct grammar or misspelling, and submit any Article or Section at the direction and approval of the Executive Board.

Section 4.3. The Constitution & By-Laws Committee shall publish and distribute any proposed changes or amendments no later than ninety (90) days prior to the date set for the opening of the Annual Conference and Training Symposium.

Section 5. International Committee

Section 5.1. International Committee shall coordinate and represent the non U.S.-based SFFMA Members and Departments regarding matters of training, recruitment and certification.

Section 6. Sergeant-at-Arms Committee

Section 6.1. Sergeant-at-Arms Committee shall assist as necessary and at the request of the President.

Section 7. EMS Committee

Section 7.1. EMS Committee shall coordinate and represent the SFFMA Members and Members Departments that provide Emergency Medical or First Responder Services regarding matters of legislation, training, recruitment and EMS Business and Leadership certifications.

Section 8. Finance Committee

Section 8.1. The Finance Committee shall review all bills paid by the Association, review the books of the executive director, and review the ensuing year's proposed budget, making recommendations if needed, and report in full regarding the finances of the Association at the annual meeting. This committee shall recommend to the Executive Board registration fees for the Annual Training Conference and Convention.

Section 9. Fire Marshals' Committee

Section 9.1. Fire Marshals' Committee shall meet and confer as often as needed in order to provide ample opportunities for exchange of fire safety information, code enforcement and technical developments.

Section 10. Health and Safety Committee

Section 10.1. Health and Safety Committee shall meet and confer as often as needed in order to provide recommendations and guidelines for action to help eliminate firefighter injury and death by increasing firefighters' health, wellness and fitness.

Section 11. Fire Chief Development Committee

Section 11.1. Fire Chief Development Committee shall meet and confer as often as needed in order to determine and make recommendations for education, training, and supporting head of departments for both volunteer and career members

Section 12. Combination Department Committee

Section 12.1. Combination Department Committee It shall be the duty of this committee to meet and confer as often as needed in order to determine and make recommendations for education, training and support for departments that have both volunteers and career members.

~~ARTICLE VI – Membership Dues~~

~~*Section 1.* A regularly organized fire department within the meaning of the Constitution and By laws of this Association shall consist of any combination of personnel with apparatus properly manned and officered, with sufficient personnel to operate such apparatus in the prevention and extinguishment of fire.~~

~~*Section 2.* The dues of each department are to be according to the last federal census, and on a staggered amount according to the population. The minimum annual dues of any department shall be~~

- ~~\$95 on cities and towns from 0 to 1,750 population,~~
- ~~\$135 on cities and towns of 1,751 to 5,000 population,~~
- ~~\$155 on cities and towns of 5,001 to 10,000 population,~~
- ~~\$175 on cities and towns of 10,001 to 20,000 population,~~
- ~~\$195 on cities and towns of 20,001 to 30,000 population,~~
- ~~\$220 on cities and towns of 30,001 to 40,000 population and~~
- ~~\$245 on all cities and towns of 40,001 and over population.~~

~~The Association shall dedicate \$20 of the department membership dues to a building fund to be used exclusively for the construction, purchase, renovation, repairs and addition to a building or for the purchase of land.~~

Section 3. Each regularly organized fire department and industrial member shall be required to pay the Association annually the dues herein provided. The dues year runs concurrent with the fiscal year beginning January 1 through December 31 effective January 1.

Section 4. Fire Marshals offices, when duly certified by their political sub-division, shall be eligible to membership in this Association on the basis of \$95 annual membership dues.

The Association shall dedicate \$20 of the organization membership dues to a building fund to be used exclusively for the construction, purchase, renovation, repairs and addition to a building or for the purchase of land.

Section 5. The regularly organized district association, county association, rescue association, industrial, and other fire service organization or individuals herein after recognized by the Executive Board of this Association shall be eligible for membership in this Association upon payment of \$120 annual dues.

The Association shall dedicate \$20 of the organization membership dues to a building fund to be used exclusively for the construction, purchase, renovation, repairs and addition to a building or for the purchase of land.

Section 6. Sustaining members of the Association, which includes manufacturers, jobbers, distributors, and/or sales personnel of fire apparatus, equipment, and accessories, may obtain sustaining membership in this Association upon payment of \$170 annual dues. Only sustaining members will be eligible to contract for exhibit space at the Annual Training Conference and Convention.

The Association shall dedicate \$20 of the sustaining membership dues to a building fund to be used exclusively for the construction, purchase, renovation, repairs and addition to a building or for the purchase of land.

Section 7. Life members shall be exempt from the payment of all Association dues and registration fees.

Section 8. Honorary life and honorary members shall be exempt from the payment of Association dues, but shall not be exempt from payment of the Annual Training Conference and Convention registration fees.

Section 9. Any person interested in the fire service may become an individual member of this Association by the payment of annual dues in the amount of \$30 per year which includes individual membership and allows for the eligibility of any other benefits which may be available to individual members.

The Association shall dedicate \$20 of the individual membership dues to a building fund to be used exclusively for the construction, purchase, renovation, repairs and addition to a building or for the purchase of land.

Section 9.1. The magazine subscription is included as a part of all membership dues categories.

Section 9.2. The individual membership is required to participate in the State Firemen's and Fire Marshals' of Texas Certification Program.

ARTICLE VII – Honorary Life and Honorary Members

Section 1. All names presented to this Association for honorary life or honorary membership in this Association shall be referred to a committee of three appointed by the president for the purpose of approving or disapproving such membership. Such names shall not be acted on until such committee reporting thereon shall have been named to the Association.

Section 2. An official badge and plaque shall be awarded to the past presidents of the Associations.

**ARTICLE VIII – Nominations of Officers and
Selection of Meeting Place**

Section 1. Nominations of all officers, mascots and meeting places shall be made at the hour designated on the official Annual Training Conference and Convention program, during the first (1st) business session of the annual conference.

Section 2. The selection of the host city for the Annual Training Conference and Convention of this Association shall be made at least three years in advance of the meeting, beginning with the conference and convention in the year 2005.

Section 2.1. The selection for the host city for the Annual Training Conference and Convention of this Association shall be contingent on the host city to provide ample indoor exhibit area.

Section 2.2. There shall be a Site Selection Committee consisting of two representatives from the Executive Board, the Executive Director, the Meeting Planner and two Past Presidents, appointed by the association President.

Section 2.3. The Site Selection Committee shall visit prospective sites, negotiate with the appropriate facilities and bring the recommendations to the Executive Board for approval and then to the Convention delegates for a vote of acceptance or rejection.

Section 3. After nominations of the respective officers and mascot have been declared, it shall be the duty of the recording secretary to have prepared and printed ballots showing the names of the nominees for such officers in duplicate, one ballot being marked "first ballot" and the other being marked "second ballot."

ARTICLE IX – Voting and Elections

Section 1. Each properly accredited delegate shall be entitled to one vote at the annual meeting.

Section 2. All elections held by this Association shall be by secret ballot with a majority vote deciding.

Section 3. Ballots shall be distributed to the Delegates by the Sergeant at Arms at such time as their attendance cards are taken up at the last session. The Sergeant at Arms shall act as tellers during balloting, the president shall appoint a committee to count all ballots and return a total count to the secretary.

Section 4. Each delegate entitled to vote shall indicate his/her choice by placing either an "X" or Check Mark (p) in the "Box" on said ballot next to the name of the person for the respective office, and the city for the place of the next meeting.

Section 5. Vacancies of any elected position, except that of Assistant Secretary, Chaplain, and 4th Vice President, shall be filled by elevation of the chairs in the order they were elected. Vacancies of elected positions of Assistant Secretary, Chaplain, and 4th Vice President may be filled by appointment on interim basis at the discretion of the President, with the approval of the majority of the Executive Board present and voting. Any interim appointment shall expire on the last day of the next Annual Training Conference and Convention.

ARTICLE X—Reporting Deceased

Section 1. All members are requested to submit a list of their deceased fellow firemen to the chairman of the Memorial Committee, not later than May 31, preceding the Annual Training Conference and Convention.

ARTICLE XI—Appeals and Grievances

Section 1. The Board of Directors shall constitute a board of appeals to determine any question submitted to them by a member, company, department or organization or delegate thereof.

ARTICLE XII—Amendments

Section 1. The by-laws of the Association may be amended at any Annual Training Conference and Convention by two thirds vote of the delegates present and voting.

Section 2. Any amendment to the by-laws of this Association presented at the Annual Training Conference and Convention must be prepared in writing and submitted to the Constitution and By-laws Committee prior to the close of the Annual Training Conference and Convention planning conference held in January of each year. The Constitution and By-laws Committee will review, study, edit, with the submitting body's approval, and publish and distribute with the committee's recommendations for approval or rejection to all district secretaries on or before March 15th. The proposed amendment will then be presented to the Annual Training Conference and Convention by the committee for final action by the voting delegates, and all such amendments must be submitted by a recognized district association or the Executive Board of the State Firemen's and Fire Marshals' Association.

Section 3. In the absence of any specific parliamentary rules or regulations, Robert's Rules of Order shall govern.

Article VI - Elections

Section 1. Selection of Officers. Every elected officer of this Association shall be from the active or retired membership of a recognized active member department of the Association and shall be endorsed by the Executive Board of the District Association in which they reside. This District shall be recognized by the Executive Board of the Association.

Section 2. Candidates shall submit qualifications and intent to run for office, in writing, to the election committee no later than the last day of the planning session. Items to be included:

- Office Being Sought
- Profile of Qualifications (Resume)
- Platform (not to exceed 300 words)
- Letter of endorsement from District

Section 3. For all offices, the Elections Committee shall conduct an election by electronic ballot or mail ballot. The Elections Committee shall establish and approve safeguards required to maintain the integrity of the balloting process prior to initiation of any balloting. The headquarters office will prepare and send an electronic ballot or mail

ballot to all individual dues paid members eligible to vote. A chain of custody for the ballots shall exist.

Section 4. The electronic ballot or mail ballot shall be sent at least sixty (60) days prior to the date set for the opening of the Annual Conference and Training Symposium and must be received by the Elections Committee at least thirty (30) days prior to the opening date of the Annual Conference and Training Symposium. The Elections Committee shall meet with the Executive Director for the purposes of tabulating the ballots. The Elections Committee will provide the Executive Director, Executive Board and the candidates with the “unofficial results” and otherwise make such results available to the membership of the association prior to the start of the Annual Conference and Training Symposium.

Elections results shall be canvassed and publicly released at the Annual Conference and Training Symposium.

Section 5. Election campaigns are expected to be conducted on the highest level. Any questions concerning the ethics of the campaign should be referred to the Elections Committee.

Article VII - Installation of Officers

Section 1. The installation of officers shall take place at the Annual Conference and Training Symposium with appropriate ceremonies and officers shall swear to the following oath of office:

SFFMA Oath of Office

Raise your right hand, and please repeat after me.

“ I _____ State your name. Do solemnly swear to uphold the position that I have been elected or appointed to, and To also uphold the By-Laws of the State Firemen and Fire Marshals’ Association of the great state of TEXAS.

Thank you Ladies and Gentlemen. It gives me a great honor and pleasure to Introduce to you your _____ Year Executive Board.”

Article VIII - Reporting Deceased

Section 1. All members are requested to submit a list of their deceased fellow firemen to the chairman of the Memorial Committee, not later than May 31, preceding the Annual Training Conference and Symposium.

Article IX - Appeals and Grievances

Section 1. The Executive Board shall constitute a board of appeals to determine any question submitted to them by a member, company, department or organization or delegate thereof.

Article X - Amendments

Section 1. Any amendment to the by-laws of this Association presented to the membership must be prepared in writing and submitted to the Constitution and By-laws Committee prior to the close of the Annual Training Conference and Symposium planning conference held in January of each year. The By-laws Committee will review, study, edit, with the submitting body's approval, and publish and distribute with the committee's recommendations for approval or rejection to all district secretaries at least 90 days from the opening of the Annual Training Conference and Symposium. All such amendments must be submitted by a recognized district association or the Executive Board of the Association.

Section 2. The by-laws of the Association may be amended at a by two-thirds majority of the votes cast. The electronic ballot or mail ballot shall be sent at least sixty (60) days prior to the date set for the opening of the Annual Conference and Training Symposium and must be received by the Elections Committee at least thirty (30) days prior to the opening date of the Annual Conference and Training Symposium. The Elections Committee shall meet with the Executive Director for the purposes of tabulating the ballots. The Elections Committee will provide the Executive Director, Executive Board and the amendment presenters with the "unofficial results" and otherwise make such results available to the membership of the association prior to the start of the Annual Conference and Training Symposium.

Section 3. In the absence of any specific parliamentary rules or regulations, Robert's Rules of Order shall govern.